



Code: 4405

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Masonry Trades

CLASS TITLE: FOREMAN OF BRICKLAYERS

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises bricklayers engaged in laying bricks and concrete blocks for a variety of construction and repair projects, and performs related duties as required

ESSENTIAL DUTIES

- Assigns, supervises, and inspects the work of crews engaged in laying brick to build or repair walls, floors, appurtenances, and related masonry structures
- Prepares estimates on the quantity and cost of materials necessary to complete projects
- Prepares work schedules to provide the most efficient and effective utilization of manpower and equipment
- Checks supply levels, initiates orders to procure needed materials, tools, and equipment and arranges for delivery to work sites
- Coordinates and monitors work in progress to ensure quality and timeliness and adherence to departmental standards and safety procedures
- Inspects completed work for compliance with job specifications and quality standards
- Coordinates work of assigned crews with other trades foremen to ensure the efficient completion of projects
- Trains staff on work rules, standards, and safety procedures
- Reviews and approves time records of subordinate personnel
- Maintains records and prepares project status reports
- Participates in laying brick, as required
- Investigates complaints of defective work

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered bricklayer apprenticeship training program and journeyman status, plus two years of journey-level bricklayer experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)
- Work performed in cramped or confined locations
- Work performed above or below ground level
- Work performed using scaffolds and ladders

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Standard tools and equipment of the cement masonry trade (e.g., trowels, floaters, screeds)
- Standard power and hand tools and equipment of the bricklaying trade (e.g., tuck pointing grinders, dry cutting and shrouded saws, chisels, wire brushes, pointing trowels)
- Two-way radio

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, tanks, field equipment, cramped quarters)
- Ability to operate applicable hand tools, power tools, and equipment
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *applicable hand and power tools and masonry equipment (e.g., trowels, floaters, screeds)
- *properties and characteristics of masonry materials
- *masonry construction and masonry repair and maintenance principles, theory, methods, and procedures
- *applicable safety and code standards specific to the masonry trade, including OSHA standards
- *use of safety equipment and protective gear

Moderate knowledge of:

- building material disposal methods, practices, and procedures

Some knowledge of:

- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Bricklayer class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
 - *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
 - *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
 - MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
 - *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
 - INSTRUCTING - Teach others how to do something
 - *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
 - *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- Other skills as required for successful performance in the Bricklayer class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
 - SPEAK - Communicate information and ideas in speaking so others will understand
 - COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
 - RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
 - SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self
- Other abilities as required for successful performance in the Bricklayer class

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: May, 2010